

# Position Description

## 675 Reduced Half Time Member

### First Peoples Buffalo Jump State Park



**Term of service:** April 13, 2015 – August 14, 2015

**Service Schedule:** Member will serve a minimum of 690 hours over an 18 week term, averaging 42 hours per week with 40 hours of holiday, vacation or sick time

#### **Position Summary:**

First Peoples Buffalo Jump is a 2100 acre park, which contains the largest buffalo jump in North America. It is a culturally vital, prehistoric site that was used during the “Dog Days “of the tribes. A 6000 square foot visitor center contains a gift shop run by park staff, and exhibits that tell the story of how tribes processed the buffalo after they were stampeded off the cliff. A 3.5 mile interpretive trail with accompanying trail guide tells additional history as visitors are hiking through the area. Visitors from all 50 states and numerous foreign countries come to the site to learn about the tribal culture.

An AmeriCorps member will help enhance the incredible cultural and natural resources of the park. The member will improve educational and interpretive programs given daily at the park by developing and leading interpretive hikes for the public and school groups that visit the site. They will increase volunteer capacity by hosting an open house for potential and new volunteers. Additionally they will guide the reestablishment of the park’s 501(c3) friends group. To expand awareness of the park’s offerings the member will contact all the tribes of Montana to inform them that the pow-wow Arbor is available for their use. To improve park land they will facilitate the cleanup of an old shooting/target area with the help of volunteers.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity\*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service\*\*
- Respond to disasters, when called upon to do so by the program

#### **Specific Position Responsibilities:**

- Improve park land by locating noxious weeds and mapping the area with a GPS unit.
- Improve park land by conducting clean up days in an old shooting/target area using



volunteers to accomplish the task.

- Expand educational and interpretive programs by reviewing existing programs and conducting interpretive hikes with school groups and the general public.
- Increase volunteer capacity by conducting an open house designed to familiarize volunteers with opportunities available at the park for volunteers.
- Enhance outreach and awareness of state parks by representing state parks at events in the area such as Farmers Market, State Fair, Regional fairs and rodeos.
- Participate in service activities including National Days of Service
- Contact every tribe within the state to make them aware that the Pow-Wow Arbor now available at First Peoples is for their use.
- Contact out of state tribes that have historic use of the buffalo jump and advise them of the Pow-Wow Arbor.
- Perform other AmeriCorps-related duties, as assigned.

**Minimum Requirements:**

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

**Benefits:**

- Living allowance of \$4,050 over 18 week term of service
- An AmeriCorps Education Award of \$2,150 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

\* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

\*\*Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

*The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.*

### **Applicant Certification**

*I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position*

Member Name \_\_\_\_\_

Member Signature \_\_\_\_\_

Date       \_\_\_\_\_